Reports for Week Ending 29 February 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Reviewed the Office of Security reports inventory consisting of 57 survey sheets covering 37 requirements for reports. The inventory did not cover the many reports prepared according to Agency regulations, nor did it include reports prepared by the Administration and Training Staff. I have 25X1A9a knowledge of the former on which to base an estimate of the man hours involved; Mr. █████ is preparing survey sheets on the latter. Project is 35% complete.

25X1C4a ### Project 6-13 - ██████ Format and Procedure
Project 6-22 - DD/I Reports Survey

No change in these projects.

Project (to be numbered) - Reporting the Receipt, Accountability and Destruction of CIA Telephone Directories

Discussed the problem of accounting for directories with the ARO of ORR. He estimated that two days out of every quarter are completely disrupted by the workload of distributing and accounting for 350 directories. Delay in distributing the new directories and receiving the old ones for accountability and destruction also creates a storage problem. Decentralized destruction of the directories, and reports thereon using the form we are proposing seems to be the answer to this problem. Project is 10% complete.

General Information

Favorable comments are being received on the proposed regulations which will standardize reporting and recording authorization designations. It appears that the form recommended for reporting designations will have to be composed of about four parts to provide sufficient file copies for some Offices.

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